

Reference: RCS/C.5

TREASURY CIRCULAR MUN NO 10 of 2016

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THE MAYOR, WEST COAST DISTRICT MUNICIPALITY: MR JH CLEOPHAS
THE MAYOR, MATZIKAMA MUNICIPALITY: MR P BOK
THE MAYOR, CEDERBERG MUNICIPALITY: MR J MULLER
THE MAYOR, BERGRIVIER MUNICIPALITY: MR EB MANUEL
THE MAYOR, SALDANHA BAY MUNICIPALITY: MR F SCHIPPERS
THE MAYOR, SWARTLAND MUNICIPALITY: MR T VAN ESSEN
THE MAYOR, CAPE WINELANDS DISTRICT MUNICIPALITY: MR N DE BRUYN
THE MAYOR, WITZENBERG MUNICIPALITY: MR B KLAASEN
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THE MAYOR, STELLENBOSCH MUNICIPALITY: MR CJ SIDEGO
THE MAYOR, BREEDE VALLEY MUNICIPALITY: MS A STEYN
THE MAYOR, LANGEBERG MUNICIPALITY: MS D GAGIANO
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THE MAYOR, THEEWATERSKLOOF MUNICIPALITY: MR CB PUNT
THE MAYOR, OVERSTRAND MUNICIPALITY: MS N BOTHA-GUTHRIE
THE MAYOR, CAPE AGULHAS MUNICIPALITY: MR R MITCHELL
THE MAYOR, SWELLENDAM MUNICIPALITY: MR N MYBURGH
THE MAYOR, EDEN DISTRICT MUNICIPALITY: MR V VAN DER WESTHUIZEN
THE MAYOR, KANNALAND MUNICIPALITY: MR J DONSON
THE MAYOR, HESSEQUA MUNICIPALITY: MS E NEL
THE MAYOR, MOSSEL BAY MUNICIPALITY: MS M FERREIRA
THE MAYOR, GEORGE MUNICIPALITY: MR C STANDERS
THE MAYOR, BITOU MUNICIPALITY: MR M BOOYSEN
THE MAYOR, KNYSNA MUNICIPALITY: MS J WOLMARANS
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THE MAYOR, LAINGSBURG MUNICIPALITY: MR W THERON
THE MAYOR, PRINCE ALBERT MUNICIPALITY: MR G LOTTERING
THE MAYOR, BEAUFORT WEST MUNICIPALITY: MR HT PRINCE

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THE HEAD OF SCM, MOSSEL BAY MUNICIPALITY: MS E NEL
THE HEAD OF SCM, GEORGE MUNICIPALITY: MR B GERICKE
THE HEAD OF SCM, OUDTSHOORN MUNICIPALITY: MR JC LADOUCE
THE HEAD OF SCM, BITOU MUNICIPALITY: MR P PETERS
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 THE DIRECTOR: LOCAL GOVERNMENT ACCOUNTING (MR T MADONDILE) (ACTING)
 THE DIRECTOR: LOCAL GOVERNMENT BUDGET OFFICE (MR ML BOOYSEN)
 THE DIRECTOR: LOCAL GOVERNMENT REVENUE AND EXPENDITURE (GROUP ONE) (MR H MALILA) (PRO TEM)
 THE DIRECTOR: LOCAL GOVERNMENT REVENUE AND EXPENDITURE (GROUP TWO) (MR Z ZONYANE) (ACTING)
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THE PROVINCIAL AUDITOR
 MASTER RECORDS OFFICIAL: BUSINESS INFORMATION AND DATA MANAGEMENT
 THE HEAD OF DEPARTMENT: LOCAL GOVERNMENT
 THE CHIEF DIRECTOR: LOCAL GOVERNMENT BUDGET ANALYSIS – NATIONAL TREASURY (MR J HATTINGH)
 THE CHIEF DIRECTOR: MFMA IMPLEMENTATION – NATIONAL TREASURY (MR TV PILLAY)

RE: LOCAL GOVERNMENT SUPPLY CHAIN MANAGEMENT FORUM MEETINGS FOR THE 2016/17 FINANCIAL YEAR

1. PURPOSE

- 1.1 To inform all municipalities and municipal entities of the scheduled Local Government Supply Chain Management Forum meetings to take place during the 2016/17 financial year.
- 1.2 To request all municipalities and municipal entities to submit one (1) name of a representative, preferably the SCM Manager or CFO, who will attend the Supply Chain Management Forum.
- 1.3 Where the senior official is unable to attend the forum meeting, the Municipality and municipal entity may nominate a representative, preferably an official of the Municipality's Supply Chain Management unit.

2. BACKGROUND

- 2.1 In terms of section 5(3) of the MFMA (Act 56 of 2003), a Provincial Treasury may assist municipalities and municipal entities in building their capacity for efficient, effective and transparent financial management.
- 2.2 The Directorate Local Government: Supply Chain Management facilitates this mandate by providing assistance and guidance to municipalities and municipal entities on the regulatory framework that governs Supply Chain Management. The training that is provided is aimed at capacitating the SCM Unit the areas of deficiencies that have been identified with the aim of enabling the Municipality to achieve the next level of financial capability maturity.
- 2.3 The aim of the SCM forum is to assist on issues such as managing transformation within SCM, developing coherent policy and setting norms and standards for service delivery and to enhance interdepartmental SCM relations and the exchange of information, while taking a long-term perspective on spending and policy from an SCM perspective.
- 2.4 To date, the Supply Chain Management forums have taken place on a quarterly basis with the aim of providing additional support to Municipalities in the implementation of the provisions of the Municipal Finance Management Act No. 56 of 2003 and other applicable legislation relating to Supply Chain Management.
- 2.5 The SCM forum meeting further seeks to be a co-operative communication between the Provincial Treasury and municipalities, with the view to share experiences and best practices. The forum meetings have been a success and have been supported by all 30 municipalities within the Western Cape.
- 2.6 In light of recent developments within the Provincial Treasury's strategy, it was decided to use SCM as a tool to assist in driving local economic development from a district perspective. It is also envisaged to build efficiency gains within SCM at municipalities.
- 2.7 To this end, the Provincial Treasury established a District SCM Forum of which the District Municipality would be the front drivers in district project deliverables such as: District spend analysis, Economic strategies, Socio economic strategies influencing SMMEs and Green economy to name a few. This will also be underpinned by the Provincial SCM Roadmap that covers the four (4) main streams: SCM Governance, SCM Technology, SCM Capacity and Training and Strategic Procurement.

3. OBJECTIVES TO BE ACHIEVED THROUGH THE SCM FORUM MEETING

- 3.1 To create a culture of excellence and efficiency as well as to address capacity (expertise) shortfalls and setting benchmarks in the development of financial governance, thereby implementing and developing good financial governance policies and improving financial governance skill and efficiency.
- 3.2 The purpose of the forum meetings is to address numerous implementation challenges arising from day to day operations of SCM duties.
- 3.3 To promote effective co-ordination between SCM practitioners, training providers and external service providers.
- 3.4 To share and disseminate ideas and information, especially new approaches and enhancements.
- 3.5 To promote uniformity and consistency amongst SCM practitioners in the interpretation of policy and prescripts.
- 3.6 To promote professional development, uniformity and consistency amongst SCM practitioners in the interpretation of policy and prescripts within the Western Cape Municipalities.
- 3.7 To undertake such tasks, activities and projects this will benefit SCM in general.
- 3.8 To strengthen the partnership between municipalities and the Provincial Treasury as envisaged by the Municipal Governance Review Outlook (MGRO) process.
- 3.9 To strengthen the partnership between the SCM and LED Units to ensure that municipalities integrate LED projects which is aligned to the SCM Regulations and Public Participation Project so that local suppliers get work, skills are transferred and long-term jobs are created.
- 3.10 To create an enabling environment which will assist municipalities with the effective management of assets and strengthen economic growth through infrastructure development, maintenance and addressing service delivery challenges at Local Government level.
- 3.11 To promote the construction procurement framework and gates proposed in the Infrastructure Delivery Management System to municipal specific operational requirements.

4. FREQUENCY OF THE SCM FORUM MEETINGS

- 4.1 The SCM Forum meeting will convene on a quarterly basis, as per the proposed dates.
- 4.2 The Director and or the Deputy Director of the Provincial Treasury: LGSCM will chair the meetings.
- 4.3 In terms of the SCM District Forum meetings, the SCM Manager within a specific District will chair the meetings.

5. PROPOSED SCM FORUM DATES

- 5.1 The proposed dates for the forum meetings are as follows:
 - **Quarter 1** schedule to take place dated, **Friday, 14 May 2016; (District SCM Forum.)**
 - **Quarter 2** schedule to take place dated, **Friday, 12 August 2016; (District SCM Forum.)**
 - **Quarter 3** schedule to take place dated, **17 - 18 November 2016; (SCM Indaba)**
 - The purpose of the **2 day SCM Indaba** is to provide additional support to municipalities in the implementation of the provisions of the Municipal Finance Management Act No. 56 of 2003 and other applicable legislations relating to Supply Chain Management and Asset Management.
 - To promote the professional development of SCM practitioners within the municipalities in the Western Cape and create a culture of cohesion between municipalities and the Directorate Local Government Supply Chain Management.
 - **Quarter 4** schedule to take place dated, **Friday, 17 February 2017 - (Quarterly Provincial Treasury SCM Forum Meeting.)**
- 5.2 The proposed dates may change depending on the impact of major events on the local or provincial sphere and may require a change in the dates scheduled.
- 5.3 Venues and other logistical arrangements will be confirmed and communicated prior to the scheduled dates per quarter.

6. ATTENDANCE OF THE SCM FORUM MEETINGS

- 6.1 At least one senior official per Municipality is required to attend the SCM Forum, meeting preferably the Head of Supply Chain Management or the Chief Financial Officer and a representative of the LED Department.
- 6.2 Where the senior official is unable to attend the forum meeting, the Municipality may nominate a representative, preferably an official of the Municipality's supply chain management unit.
- 6.3 Attendance is of utmost importance for municipalities as it will assist them in their daily supply chain operations, furthermore iron out those issues which will be raised by the Auditor-General. The SCM Forum meeting is also a platform whereby municipalities and municipal entities raised their own issues and concerns.

7. AGENDA ITEMS TO BE DISCUSSED

- 7.1 Municipalities and municipal entities will be afforded the opportunity to forward their proposed agenda items. Municipalities and municipal entities will be requested to submit the proposed agenda items four (4) weeks before the commencement of the forum meeting.
- 7.2 Agenda items up for discussion are based on the following:
- New Legislative requirements;
 - Queries the Provincial Treasury received from Municipalities and Service Providers via the MFMA SCM Helpdesk Function;
 - Compliance issues raised in the Virtuous Cycle Assessment reports;
 - Compliance issues raised by the Municipal Governance Review Outlook (MGRO);
 - AG's findings with regards to SCM and AM related issues & MGRO sessions;
 - Construction related/Infrastructure procurement and CIDB requirements;
 - Training for supply chain management officials, user - departments and the three bid committees;
 - Training for Top Management and Municipal Councillors;
 - Important issues from the Institute of Municipal Engineering in South Africa (IMESA);
 - Financial Systems relating to SCM procurement processes including the Western Cape Supplier Database;
 - SCM Reporting: Local Production and Content;
 - SCM Reporting CRA System: Awards above R100 000;

- SCM Reporting: Disposal & letting of immovable property;
- SCM Reporting: SCM Regulation 44 – Persal Project;
- SCM Technology Project;
- Provincial Treasury's Supplier Development programme;
- SCM and AM issues raised in the MGRO/MIT Visits;
- Conflicting Laws/Acts/Circulars;
- Strategic Sourcing;
- Construction Procurement Planning;
- Infrastructure Delivery Management System (IDMS);
- Local Economic Development Initiatives;
- Procurement Planning; and
- Asset Management.

8. REQUEST

8.1 A circular will be sent prior to each forum meeting informing all Municipalities and municipal entities of the date and venue. Municipalities and municipal entities will be requested to forward the following:

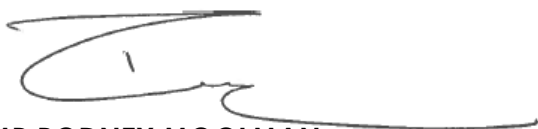
- Municipalities and municipal entities are requested to forward the name, designation and contact details of the representative, who will be attending the Supply Chain Management Forum meeting; and
- The proposed agenda items, if any.

8.2 Failure to submit requested information on time often makes it difficult to coordinate and arrange these forum meetings. To this effect we kindly request your cooperation.

8.3 It will be highly appreciated if these details are submitted via e-mail to Letitia.Sallies@westerncape.gov.za.

8.4 Any enquiries in this regard may be directed to **Ms Letitia Sallies and/or Mr Dalleel Jacobs on (021) 483 3180 and (021) 483 4149**, respectively.

Your co-operation will be highly appreciated.



MR RODNEY MOOLMAN

DIRECTOR: LOCAL GOVERNMENT SUPPLY CHAIN MANAGEMENT

DATE: 18 March 2016